

*****Department of Education - Education Statistics System (ESS) Data Collection**

5/31/2023

Guidelines

If a due date falls on a holiday or weekend the due date will be the next business day.

(*These guidelines only include ESS data collections. This list is not inclusive of all surveys released by**

	Survey Name	Purpose	Who responsible for Completing?	Go live timeframe	Due Date (Ordered by Due Date)	Frequency	Certification by superintendent required?	Contact	Phone Number	E-mail address
1	Critical Shortage Survey	To determine which teaching positions are lacking in qualified applicants.	Each school district, including charter schools , and certified by the superintendent	October 1st	Nov 25th	Annually	YES	Help Desk		ESS HELPDESK
2	(A12G) SAU and School Contact Collection	To update SAU and school staff ensuring Dept of ED communications are being directed to the correct individuals	Each school district, including charter schools , and certified by the superintendent	Sept 1st	Sept 23th	Annually	YES	Help Desk	603-271-2778	ESS HELPDESK
3	(A12B) Class and Staffing Form (Starting in the 2019-2020 school year, the questions from the Personnel Data Collection have been added	Number of classrooms per each grade and staffing for public schools as of 10/1	Superintendents, including charter schools principals , and certified by the superintendent	October 1st	October 29th	Annually	YES	Help Desk	603-271-2778 603-271-6693	ESS HELPDESK
4	(A12C) General Fall Report of Nonpublic Schools as of October 1	To collect students enrollments and classroom teachers as of 10/1 for non-public schools.	Non-Public school principals (not including charter schools)	October 1st	October 15th	Annually	NO	Help Desk	603-271-5198	ESS HELPDESK
5	(A12D) General Fall Report - Central Office Personnel as of October 1	Number of SAU Personnel as of 10/1	Superintendents (not charter schools)	October 1st	October 29th	Annually	YES	Help Desk	603-271-2778	ESS HELPDESK
6	(A12E) General Fall Report District Level Home Schooled Count	Number of home schooled students for whom the district is the participating agent.	Superintendents (not charter schools)	October 1st	October 29th	Annually	NO	Help Desk	603-271-2778	ESS HELPDESK
7	(A12F) Teacher Attainment And Average Salary	Level of education and average salary per district	Each school district, including charter schools , and certified superintendent	October 1st	October 29th	Annually	YES	Help Desk	603-271-2778	ESS HELPDESK
8	EVALUATION OF NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Older Youth Survey	Student:To provide feedback and assess the impact of afterschool	21st Century Century Community Learning Center participants Grades 6-12	March	March 31st	Annually	NO	Kathy Vestal	603-271-3853	Kathy.Vestal@doe.nh.gov
9	EVALUATION OF NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Youth Survey	Student:To provide feedback and assess the impact of afterschool	21st Century Century Community Learning Center participants Grades 3-5	March	March 31st	Annually	NO	Kathy Vestal	603-271-3853	Kathy.Vestal@doe.nh.gov
10	School Health Profile Lead Health Education Teacher	The School Health Profiles assist state and local education and health agencies in monitoring and assessing characteristics of school health education and school health policies	Lead Health Education teachers in public schools, including Charter Schools.	January 1st	January 28th	Every other Year, Even Years	NO	Help Desk		ESS HELPDESK

	Survey Name	Purpose	Who responsible for Completing?	Go live timeframe	Due Date (Ordered by Due Date)	Frequency	Certification by superintendent required?	Contact	Phone Number	E-mail address
11	School Health Profile Principal	The School Health Profiles assist state and local education and health agencies in monitoring and assessing characteristics of school health education and school health policies	Public school principals, including Charter Schools.	January 1st	January 28th	Every other Year, Even Years	NO	Help Desk		ESS HELPDESK
12	Unique Entity ID	To assist Federal program subrecipients in ensuring they have a UEI that is registered on the System for Award Management that is required when applying to the NHDOE for participation in Federal grant programs. (previously the DUNS number)	Public schools, including Charter Schools	March 3rd	March 24th	Annually	YES	Help Desk		ESS HELPDESK
13	School Board	To report/update district school board members and positions as elected by voters	School district clerks/SAU office personnel, including charter schools , and certified by the superintendent	April 4th	April 28th	Annually	NO, Certified by General Users	Help Desk	603-271-2778	ESS HELPDESK
14	School Calendar	This is no longer collected through the ESS Data Collections								
15	Teacher Salary Schedule	To report the pay schedule for teachers in the district	SAU, (not charter schools) with Superintendent certification	April 4th	April 28th	Annually	NO, Certified by General Users	Help Desk	603-271-2778	ESS HELPDESK
16	Student Information System Data Collection	To collect current SIS system and version used by the schools.	Public schools, including Charter Schools	June 1st	June 30th	Annually	NO, Certified by General Users	Help Desk		ESS HELPDESK
17	Unused Facility Collection	To collect facilities which are not used for academic purposes, extracurricular activities, administrative school functions, or sports and for which the school district has no school board approved written plan for future use	Public school (not including charter school)	June 1st	July 1st	Annually	NO	Carrie Gorman	603-271-0955	carrie.a.gorman@doe.nh.gov
18	School Facilities Data Collection	to prepare for potential federal and state legislation to support school construction.	Facility Manager	Closed. May be reopened in the next school year	Closed. May be reopened in the next school year	No Frequency	NO	Amy C. Clark	603-271-2037	Amy.C.Clark@doe.nh.gov
19	Nonpublic Restraint and Seclusion	RSA126u requires to collect restraint and seclusion from non public schools	Non-Public school principals (not charter schools)	June 1st	June 30th	Annually	NO	Help Desk	603-271-5198	ESS HELPDESK
20	NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Principal Survey	To collect information regarding the partnership between the afterschool program and the school and the perceived impact of the program	Principals of schools with 21st Century Community Learning Centers	May 1st	Open until June 30th	Annually	NO	Kathy Vestal	603-271-3853	Kathy.Vestal@doe.nh.gov

	Survey Name	Purpose	Who responsible for Completing?	Go live timeframe	Due Date (Ordered by Due Date)	Frequency	Certification by superintendent required?	Contact	Phone Number	E-mail address
21	NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Program Director Survey	To collect information regarding program structure and inputs	Program Directors for 21st Century Community Learning Centers	May 1st	Open until June 30th	Annually	NO	Kathy Vestal	603-271-3853	Kathy.Vestal@doe.nh.gov
22	NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Site Director Survey	To collect information regarding program structure and inputs	Site Directors for 21st Century Community Learning Centers	May 1st	Open until June 30th	Annually	NO	Kathy Vestal	603-271-3853	Kathy.Vestal@doe.nh.gov
23	School Safety Data Collection	To collect school safety data such as bullying, harassment, incidents resulting in suspensions, expulsions, robberies, etc.	Public school principals, including charter school principals , and certified by the superintendent	Beginning of June	June 30th	Annually	YES	Help Desk	603-271-5198	ESS HELPDESK
24	Indoor Air Quality Data collection	To consider physical factors that can influence the air quality within the schoolhouse or building. The review shall require a physical assessment of the facilities, not a measurement of the air quality.	Public school principals, including charter school principals .	5-May	June 30th	Annually	NO	Marlon Austin	603-271-3620	marlon.s.austin@doe.nh.gov
25	(A3N) General Statistics of Nonpublic Schools	The submission of this form is mandatory for all approved nonpublic schools pursuant to RSA 194:31. If you are a school that operates year round, please record only the activity for the period of September 1 through June 30. No home-schooled students should be reported.	Non-Public school principals	June 1st	June 30th	Annually	NO, Certified by General Users	Help Desk	603-271-5198	ESS HELPDESK